



REQUEST FOR QUOTATION

The **GOVERNMENT SERVICE INSURANCE SYSTEM (GSIS)** invites all interested registered suppliers to submit quotations for:

DESCRIPTION	Quantity	Unit
REPLACEMENT AND INSTALLATION OF WINDOW BLINDS AT THE MEMBERS' ASSISTANCE UNIT LOBBY / WAITING AREA <i>see attached Terms of Reference (TOR)</i>	349.5	sq.ft.

Forms may be secured from the Office of the Branch Manager, GSIS Cagayan de Oro Branch Office, Mayor P.N. Roa St., Brgy. Carmen, Cagayan de Oro City starting 27 October 2017. The last day of submission of quotation shall be on 3 November 2017, not later than 3:00 PM.

Contact Person/s : Roberto R. Jucoy / Jonalyn C. Clitar
Tel. No. : (088) 858-5818
Mobile No. : 09173250573 / 09173021924
Place of Submission of Quotation : Office of the Branch Manager
GSIS Cagayan de Oro Branch Office
Mayor P.N. Roa St., Brgy. Carmen
Cagayan de Oro City



TERMS OF REFERENCE
REPLACEMENT AND INSTALLATION OF WINDOW BLINDS
AT THE MEMBERS' ASSISTANCE UNIT LOBBY / WAITING AREA
FOR ARTA-related compliance

1. PROJECT / ACTIVITY

Removal of worn-out / damaged window blinds and replacement of modern / new window blinds.

2. APPROVED BUDGET FOR THE CONTRACT (ABC)

The GSIS CDO has allocated a budget of Seventy Thousand Pesos and 0/100 (Php70, 000.00) inclusive of all applicable taxes.

3. SCOPE OF WORK

3.1 Dismantling

- a. Dismantling of existing damaged window blinds shall be done with utmost care;
- b. All demolished materials shall be cleared and transferred to the designated area before the start of the installation of new window blinds;

3.2 Replacement of existing damaged window blinds

- a. Woodlook premier window blinds
- b. Color: Mushroom
- c. Submit window blinds swatches subject for approval by the Branch Manager

The vendor / service provider shall be responsible for providing supplies, materials, and labor, be sure to inspect all areas before and after the installation of new window blinds, handled by trained professionals. Once an agreement is made and notice to proceed is issued, the vendor / service provider shall proceed with the project/activity.



4. TERMS AND CONDITIONS

A. Timetable

The activity shall be undertaken by the vendor / service provider at the GSIS Cagayan de Oro Branch Office immediately upon or one (1) working day after receipt of the Purchase Order. It shall be completed within fifteen (15) calendar days.

B. Duration

Notwithstanding any provisions to the contrary, the GSIS shall have the right, power and privilege to extend or terminate the services of the vendor / service provider for valid cause, e.g. unsatisfactory performance

C. Payment

The above-mentioned works shall be paid within ten (10) to fifteen (15) working days after the activity has been fully completed, and duly found to be in accordance with the scope of work, as indicated in the Certification and Acceptance Report. All payments shall be subject to existing accounting and auditing rules and regulations applicable to the GSIS



ROSALINDA G. MENDOZA
Branch Manager

Conforme:

Vendor / Service Provider

Date